

Minutes of the Regular Meeting of the Board of Library Trustees

June 4, 2007

TRUSTEES PRESENT: Chair Allen Lo, Sandra Rich, Jack Spillane, Robert Byrd, Omar Ahmad

EXCUSED ABSENCE: None

STAFF PRESENT: Karen Saunders, City Librarian
Hillary Brookshire, Senior Library Assistant-Administration

**MEMBERS OF
THE PUBLIC:** Jan Lieberman, Santa Clara City Library Children's Librarian, Retired

MATTERS FOR COUNCIL ACTION:

. **None**

I. CALL TO ORDER

Chair Lo called the meeting of the Board of Library Trustees to order at 7:07 p.m.

II. MINUTES OF MAY 7, 2007 MEETING

Chair Lo asked the board for comments or corrections regarding the minutes for the May 7, 2007 meeting. Following a brief discussion, Trustee Rich made a motion to approve the May 7, 2007 minutes as written, with a second from Trustee Spillane. The May 7, 2007 minutes were approved as written by a unanimous vote.

III. CORRESPONDENCE

A. Library Foundation

The City Librarian gave a brief summary of the recruitment for a new Executive Director for the Library Foundation. The Foundation Executive Committee held interviews on two consecutive Sundays in May and has narrowed the field to three candidates. The Executive Committee will meet on Saturday, June 9, 2007, to make their final selection.

IV. GIFTS

V. PUBLIC PRESENTATIONS

VI. OLD BUSINESS

VII. NEW BUSINESS

A. Recognition of Trustees leaving Board

The City Librarian acknowledged Omar Ahmad for his 10 years of service and Chair Allen Lo for his two years of service by presenting each with a token of appreciation. Chair Lo has

accepted a fellowship at College Park University in Maryland and will be moving to the East Coast.

B. READ Santa Clara Learner/Tutor Spaces

The City Librarian stated that the READ Santa Clara program has accepted 40 new learners and trained 20 new tutors. This increase in participation has led to a need to identify teaching spaces for the new learner/tutor pairs. Various alternatives were suggested to solve the space problem, such as: Allow use of the Library Board Room when it does not conflict with other library meetings; invest in moveable partitions for the Mission Library community room; open Mission Library on Tuesday evenings from 6p.m. to 9p.m. when it is usually closed to the public to learner/tutor pairs only. Trustee Rich suggested looking into using space at Buchser School, Washington School, and the Santa Clara University student union. Trustee Byrd asked if 20 of the learners would have to wait to be paired with a tutor. The City Librarian stated that many of the tutors teach more than one learner. The City Librarian stated that she would update the Board on available space for learner/tutor pairs at the August board meeting.

C. Silicon Valley Reads

The City Librarian stated that the new book chosen by Silicon Valley Reads for 2008 will be "Distant Land of My Father" by Bo Caldwell. The author will be available to speak about her book at area libraries. Silicon Valley Reads is currently looking at themes that tie in to the novel and basing programs around that theme. Jan Lieberman mentioned that the Reading Council had programs where authors with similarly themed books would collaborate on a short script and present a dramatization of the main theme of their books. The kickoff for Silicon Valley Reads will be January 17, 2008 at the Campbell Heritage Theater.

VIII. CITY LIBRARIAN'S REPORT

A. Personnel

The City Librarian stated that Mary Hanel has returned following a leave. Bonnie Loader will be retiring on July 6 after 41 years of service.

B. Activities

Kaiser-Permanente is presenting several "health conversation" programs at the Library in June and July 2007. At the end of June they will present a children's nutrition program with an award-winning live theater production and cooking demonstrations. Attendance has increased at these programs as a result of additional publicity.

The Summer Reading Club held its kickoff party on June 2nd. The program is starting earlier this year. Also this year, and for the first time, there will be an adult summer reading program. Reference Librarian Deborah Joyner has taken the lead on the adult summer reading program and is working with Program Coordinator Jane Botsford.

C. Monthly Report

The City Librarian reviewed the Library's April 2007 Monthly Report. There was less circulation and more patron visits in April 2007. Electronic resource use is the same as last year. Program attendance is up.

IX. MATTERS OF TRUSTEE INTEREST

Trustee Rich stated that she liked the open "Holds" shelves where patrons can pick up their books themselves without waiting in a checkout line. The City Librarian stated that if a patron doesn't want their real name on the held book, they can specify an alias in their library record. The City Librarian stated that the new self-unlocking systems for CD's and DVD's will be operational starting Wednesday, June 6, 2007. There will be training for staff in the use of the new equipment, and staff will be stationed at self-checkout machines to assist patrons with this new feature for the first few weeks. The new equipment will be installed on the four self-checkout machines located in the first floor boulevard. Trustee Ahmad asked if this was all new equipment and what would happen to the "old" self-checkout machines. The City Librarian explained that the new feature is an accessory unit that attaches to the old unit, so there is no surplus library equipment. Approximately 45% of current library circulation occurs on the self checkout machines. With the addition of this new feature, it is estimated that the percentage of patrons using self-checkout will grow.

Trustee Rich recommended two movies to Board members: "Fracture" starring Anthony Hopkins, and The Lady Eve, starring Henry Fonda and Barbara Stanwyck. She also reported that the Triple-Decker Harry Potter Purple Bus will be at the Berryessa Library on July 11, and at the San Francisco City Library on July 12, which is before the final volume of the Harry Potter series comes out.

Trustee Byrd reported that he and Trustee Rich attended the Legislative Breakfast in Palo Alto. The speaker was very good, presenting a concept that there is a move toward multi-use facilities that include a library, such as commercial/residential and a library in the same center. Trustee Byrd stated that the future Northside Library Branch being located adjacent to a school and a shopping center was a good example.

The City Librarian stated that a recruitment is currently underway to fill the vacancies being left by Trustee Ahmad and Chair Lo. Applications are being received until July 3, 2007, with interviews on July 10, 2007.

At the close of the meeting, the City Librarian joined the entire Board in thanking Omar Ahmad and Allen Lo for their years of service on the board and wished them both the best of luck in their future endeavors.

X. CALENDAR

- . Wednesday, July 4, 2007 – Independence Day Holiday – Library Closed
- . No Board of Library Trustees meeting in July 2007
- . Monday, August 6, 2007 – Board of Library Trustees meeting, Board Room, 7:00 p.m.

XI. ADJOURNMENT

There being no further business, Chair Lo adjourned the meeting at 8:12 p.m.

Respectfully submitted,

Sandra Rich
Secretary to the Library Board of Trustees

KKS:SR:HB:hb